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29 December 1953

MEMORANDUM FOR: Deputy Director of Training

SUBJECT: Weekly Activity Report - [REDACTED]  
For the Period 22 - 28 December 1953

I. NEW ACTIVITIES:

- a. AOC #7 is scheduled to run a full four weeks for the first time.
- b. [REDACTED] is preparing a draft paper for possible use as a basic briefing sheet for those participating in field problems as members of the Aggressor Force.
- c. Preparations were made for the movement of Phase II offices to the east section of [REDACTED]
- d. The first combined meeting of new and old Phase III Staff was held in Headquarters on 21 December. [REDACTED] presented the schedule he had formulated. The subject matter was analyzed to arrive at progress, assignments, dead-line, instructor assignments, etc. The next meeting on the same subjects will be held in Headquarters on 5 January.
- e. Preparations are being made for Course 6, Phase II, which is to begin on Monday, 11 January.

II. OLD ACTIVITIES:

- a. ATB continues to prepare for AOC #7, starting 4 January 1954.
- b. Evaluations and student critiques of ROC No. 4 have been prepared and submitted.
- c. A new evaluation form, based on the old form and on suggestions forwarded [REDACTED] is being prepared for early submission by RO [REDACTED]
- d. One tutorial training project was completed on 22 December for Special Projects Training Branch.

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e. Several hundred pages of lesson plan material for SSC remains to be typed on stencils and reproduced. The lesson plans were completed in rough draft well ahead of the 11 December 1953 deadline, but due to lack of sufficient clerical assistance, sufficient copies could not be reproduced within the time limit.

f. The Phase II Staff held a meeting from 0900 - 1130 on 28 December during which time the following points were covered:

1. The tentative schedule for Course 6 was presented.

2. The Chief Instructor gave details of his trip to Headquarters and included results from discussions

[REDACTED]

TRD party.

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3. The [REDACTED] as well as the new [REDACTED] Problem were discussed at length. Based on [REDACTED] remarks, the live phases of the [REDACTED] Problem will be incorporated.

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4. The staff was informed as to the proposed visit of

[REDACTED]

(Career Management, CTR) during the week of 11 - 15 January.

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5. The staff was informed that as of Thursday, 24 December, 79 students were enrolled in Course 6, 30 students being females.

g. Projects now under way for completion in Course 6, Phase II:

1. Rewrite of Case "D", Recruitment for IP and PM Activities -

[REDACTED]

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2. Instructors, Students Brief to be developed for [REDACTED]  
Case - [REDACTED]

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3. Liaison with TSS for expansion of Investigative Techniques and initiation of Secret Writing.

4. Organization of [REDACTED] Problem - Messrs. [REDACTED]

[REDACTED]

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5. Organization and coordination of live problems to include incorporation of Aggressor Force concept - [REDACTED]

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6. Instructor, Student Brief and format to be developed for [REDACTED]

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h. Evaluations for Course 5, Phase II were being completed by staff and Administrative Assistants.

III. PERSONNEL CHANGES:

a. [REDACTED] returned from two weeks of annual leave on 28 December.

b. [REDACTED] are on annual leave until 4 January 1954.

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c. [REDACTED] SSC, is on annual leave.

d. [REDACTED] is on annual leave for the period 22 - 29 December 1953.

e. The following Phase II staff members are on TDY at Headquarters: Messrs. [REDACTED] in preparation for Phase III, [REDACTED] for TSS. [REDACTED] attended the TRD party.

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f. [REDACTED] returned to Headquarters to pick up his family.

g. [REDACTED] completed Phase I at Headquarters and is now in the process of studying the Phase II student kits. He attended the Phase II staff meeting held on 28 December.

h. [REDACTED], Chief, TAB, is on leave until 4 January.

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i. [REDACTED] is on leave until 29 December.

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